

SECTION 4.10 APPLICATION AND HIRING PROCESS

Last Update: 10/14

A. General Employment Application and Hiring Process

Merit-Covered Positions

All merit-covered positions must be posted through BrassRing, the applicant tracking system administered by DAS-HRE. Applications for merit-covered positions must be submitted via BrassRing: <http://jobs.iowa.gov>.

Posting duration is a minimum of ten days for non-promotional vacancies, or five days for internal (promotional) vacancies. Applications will be accepted for current vacancies only. If a reasonable accommodation is necessary to complete the application process, please contact DAS-HRE at (515) 281-5889, or TDY at 800-735-2943.

Paper applications are also accepted and may be obtained from one of the following locations:

- The Department of Administrative Services – Human Resources Enterprise (DAS-HRE), Level A, Hoover Building, Des Moines.
- The DAS-HRE website, at <https://das.iowa.gov/human-resources/state-employment>.
- Iowa Workforce Development Offices located throughout the state.
- State departments and institutions located throughout the state.

All applications, whether online or paper, must be received by DAS-HRE before the closing date of the vacancy. Some vacancies are open to current state employees only.

DAS-HRE reviews all merit-covered application submissions to determine if the applicant meets the minimum qualifications of the job class and special selective, if applied. However, this is not a guarantee that the applicant will meet the qualifications of the specific position. DAS-HRE will send a notice to the applicant indicating whether he or she meets the minimum qualification of the job class, and the hiring department will determine if the applicant meets the requirements of the position.

Merit-covered vacancies must be filled from an eligible list issued by DAS-HRE. The list is valid for 90 days from the date of issue, unless approval is granted by DAS-HRE.

For questions regarding applicability of the merit system or the merit-system rules, please contact your assigned DAS-HRE Personnel Officer.

Additional Requirements

The State does not administer general civil service examinations. However, individual job vacancies may require one or more of the following:

- Typing Score – these are obtainable from regional Department of Workforce Development offices, and must be presented before the closing date of the vacancy.
- Correctional Officer Examinations – a notice to appear for these examinations will be sent upon applying for this job class.
- Background Check – may be required and will be based on hiring agency policy.
- Medical Evaluations or Screening – may be required after a conditional offer of hire is made.

- Licensure/Certification – for positions that require a license, proof of licensure must be immediately available upon request, and it will be the responsibility of the applicant to obtain and maintain required licensure/certification.
- Commercial Driver's License
 - All applicants for positions requiring a Commercial Driver's License must complete a supplemental application and provide it to the agency at the time of interview ([CFN 552-0562](#)).
 - Federal law requires that applicants provide the names and addresses of previous employers for whom the applicant was an operator of a commercial motor vehicle. The application must provide dates of employment, reason for leaving, and certification as to the truthfulness of the information for the 10 years preceding the date the application is submitted.
 - A "Notice of Conviction for a Violation of a Motor Vehicle Law" form ([CFN 552-0563](#)) must be completed by a person hired into a position that requires a driver's license and requires that holders of a Commercial Driver's License:
 - Report to their employer, within 30 calendar days of conviction, any violation of the motor vehicle laws (other than parking violations).
 - Report to their employer before the end of the business day following the date the employee received notice of suspension, revocation, cancellation, or any disqualification from operating a motor vehicle.
- Driver's License
 - An "Acknowledgement of Driver's License Requirements" form ([CFN 552-0564](#)) must be completed by all current employees if a driver's license is a job requirement. All employees who must possess any kind of driver's license as a requirement of their job must report to their employer before the end of the business day following the date the employee received notice of suspension, revocation, cancellation, or any disqualification from operating a motor vehicle.

Merit-Exempt Positions

Vacancies not covered by the merit system may be posted on either the DAS-HRE website (see above), and/or on the individual agency's website. A list of agency websites with their contact information can be found at: <http://phonebook.iowa.gov/agency.aspx>.

B. Promotional Hiring Process

All positions covered by collective bargaining agreements must be posted for contract transfer and recall in accordance with the agreement covering the specific job class before they can be posted for promotional recruitment.

Permanent state employees may apply for promotional opportunities. Two types of promotional lists are maintained: intra-agency (within the employing agency) or inter-agency (between state agencies).

Intra-Agency Promotional Opportunities

- An intra-agency promotional applicant list contains the names of:
 - All qualified employees within the employing agency who apply for the position.
 - Current interns within the agency who have completed 90 calendar days of employment with that agency.
- An intra-agency list may screen for promotional opportunities from persons within an employing unit, or from persons within all employing units of the department.

Inter-Agency Promotional Opportunities

- An inter-agency promotional applicant list contains the names of:
 - Any qualified permanent state employees, including permanent employees of the Board of Regents and Community-Based Corrections.
 - Interns who have completed at least 90 calendar days of employment with the employing agency.

General Promotional Information

- Names of promotional applicants meeting the minimum and selective qualifications are placed on promotional applicant lists in alphabetical order.
- A typing test may be required for promotional applicants who apply for a job class that requires typing.
- Promotional applicants for the class of Correctional Officer must successfully complete the required examinations.
- Promotional applicants will be subject to background checks or other conditional screens as they apply to specific classes or positions.
- Proof of licensure/certification must be provided upon request if the job class requires licensure/certification.
- The appointing authority must verify the applicant is a current state employee or a bona fide intern. The contact name and phone number for the State of Iowa and the Board of Regents are listed below:
 - State of Iowa: Velma Matchinsky 281-5239 velma.matchinsky@iowa.gov.
 - Board of Regents: Ilene (Ruth) Tuttle 281-6425 ituttle@ia.edu.

C. Non-Promotional Hiring Process

All positions covered by collective bargaining agreements must be posted for contract transfer and recall in accordance with the agreement covering the specific job class before they can be posted for non-promotional recruitment.

A position may be filled using an all applicant eligible list. All merit-covered positions must be posted by DAS-HRE as open to application.

- A non-promotional applicant is an applicant who is not currently a permanent state employee.
- All-applicant eligible lists contain the names of promotional applicants as well as non-promotional applicants.
- Applicants on this list are in alphabetical order. Promotional applicants are identified by the agency in which they are currently employed.
- Any applicant on the list is eligible to be hired.

D. Employment Policy and General Standards

It is the policy of the State to ensure that individuals are not denied equal access to state employment opportunities because of their race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, or gender identity, consistent with applicable state and federal policies and regulations. The [State of Iowa Equal Employment, Affirmative Action, and Anti-Discrimination Policy](#) is available in Chapter 2 of this Manual.

Some general best hiring practices include:

- All persons involved in the hiring process should be familiar with the State's hiring system and their agency's current hiring practices and policies.
- All persons involved in evaluating applicants during the hiring process should attend relevant training courses offered through Performance & Development Solutions, including [From Interview to Hire](#), [Equal Employment Opportunity/Affirmative Action](#), and [Americans with Disabilities Act](#).
- A current Position Description Questionnaire should be used as a guide in developing screening criteria.
- Subject matter experts should be consulted, as needed, to clarify technical aspects of the job before establishing screening criteria.
- All candidates who apply for a vacancy should be evaluated using the same consistent business and job related criteria.
- Consideration must be given if a candidate requests a reasonable accommodation during the hiring process.
- The hiring objective should be to hire the most suitable candidate for the position based on education, experience, and possession of the competencies needed to perform the job.
- All candidates must be provided with communication of selection/non-selection after each decision is made.
- Diversity in the workforce begins with active and broad recruitment. See [section 4.20](#) of this manual for details on establishing a recruitment program for your agency.
- Records pertaining to the screening process and how decisions are made regarding each applicant must be maintained indefinitely.

E. Dual Executive Branch Compensation

Pursuant to Iowa Code section 68B.2B, an official or employee accepting simultaneous employment with another executive branch agency shall file notice of the dual employment within 20 business days of accepting the second employment. The [form](#) can be found on the Iowa Ethics and Campaign Disclosure Board website.